



## GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #14-057

**POSTED:** June 18, 2014

**DEADLINE:** July 2, 2014

**JOB TITLES:** TS: Quality Assurance Spec (EL) – 80512  
TS: Quality Assurance Spec (WL) – 80513

**JOB CODE:** 80512 or 80513

**PAYGRADE:** 11 or 12

**POSITION NUMBERS:** 00123807 – Applicant Services;  
00123802 – Criminal History  
**(Two Vacancies)**

**LOCATION:** Georgia Crime Information Center (GCIC)/  
Applicant Services and CCH/Identity Services  
GBI Headquarters – Decatur, Georgia

**SALARY RANGES:** 11/\$24,322.01 – \$33,482.99 annually  
12/\$26,672.14 – \$36,744.55 annually

*Position will be filled at the pay grade commensurate with the experience of the selected candidates.*

### **DUTIES AND RESPONSIBILITIES:**

The Applicant Services unit is responsible for all operations and functions associated with the non-criminal justice use of fingerprints and Criminal History Record Information (CHRI).

The Criminal History/Identification Services unit manages both the Automated Fingerprint Identification System (AFIS) and the Computerized Criminal History (CCH) database.

Review documents, claims, records, applications, or transactions relating to the access of criminal history information for the Applicant Services unit or Criminal History Services unit. Researches and investigates program data or issues, performs quality analysis and drafts related documentation, reports or presentations. The GCIC is the central repository for CHRI and operates and maintains the AFIS and the state CCH database which contains records on more than 3,500,000 people.

#### *Notes:*

The TS: Quality Assurance Spec (EL) is the entry/training level of the Quality Assurance job series. Incumbents at this level may require addition training or experience to gain full proficiency in some or all of the job responsibilities.

The TS: Quality Assurance Spec (WL) level may assess program operations, perform quality analysis or audits and drafts related documentation, reports, or presentations.

## **MINIMUM QUALIFICATIONS**

TS: Quality Assurance Spec (EL) – 80512

One year of experience related to the area of assignment.

**OR**

Completion of 90 quarter hours/45 semester hours from an accredited college or university.

TS: Quality Assurance Spec (WL) – 80513

Bachelor's degree in business administration, public administration or a related area **AND** One year of related experience in the area of assignment.

**OR**

Two years of experience at the lower level or position equivalent.

**OR**

Two years of related experience in the area of assignment.

## **PREFERRED QUALIFICATIONS**

Preference will be given to applicants that possess one or more of the following:

- One year of customer service experience within a criminal justice environment
- One (1) or more years working in a criminal history environment to include:
  - Creating & maintaining criminal history records
  - Automated Fingerprint Identification System (AFIS)
  - Criminal Justice Information System (CJIS) network

## **VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

### **TO APPLY:**

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation  
Attn: Human Resources  
P. O. Box 370808  
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks,

polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

**All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.**

**THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER**